

# *ETID*

## **ELECTRONIC TURN IN DOCUMENT**

ETID ACCESS REQUEST PROCESS  
SEPTEMBER 2005

**SIMPLIFYING THE TURN IN PROCESS**

# ETID - NEW USER - DRMS USERS

- ACCESS REQUESTS FOR ETID WILL BE PROCESSED THROUGH THE **AURA SYSTEM** BY THEIR TASO
- ETID ACCESS CAN BE OBTAINED FOR MULTIPLE DRMO LOCATIONS
- FOR DRMS EMPLOYEES/CONTRACTORS WHO RECEIVE PROPERTY
- FOR DRMS EMPLOYEES WITH OVERSIGHT RESPONSIBILITY

# ETID - NEW USER - GENERATOR



## DRMS ETID

[DRMS Home Page](#)

VERSION 3.0.4  
[DRMS Notice](#)

[Last Version Changes](#) [User's Manual](#) [Help/Experiencing Problems](#) [FAQs](#)

### Current ETID Users

[ETID Generator Login](#)

[ETID DRMO Login](#)

Click here to [create](#) turn-in documents. Click here to [approve](#) turn-in documents.

### New ETID Users

[Account Request](#)

[Check Request Status](#)

\*NOTE: <Account Request> for generators only.  
DRMO personnel please use AURA to request access.

For Program information/comments, contact:

**National:** (via e-mail) [Bill Fox](#); phone (Comm.) 269-961-4060; (DSN) 932-4060

**International:** (via e-mail) [Larry Williams](#); phone (Comm.) 269-961-5090; (DSN) 932-5090

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)  
or phone (Comm.) 269-961-4999; (DSN) 932-4999

GENERATORS  
APPLY FOR  
ETID ACCESS  
ON-LINE BY  
SELECTING  
“ACCOUNT  
REQUEST”

# ETID – NEW USER - GENERATOR REQUIRED INFORMATION

## ETID Generator ETID Access Request

**Use of the Browser "Back" and "Forward" buttons may result in the loss of information.**

**Please have this information available before filling out your access request for ETID:**

1. Name of the Company you work for and their address
2. Your personal information:
  - Name, CONUS/OCONUS location, Hazardous certification status.
  - Time zone, DoD employment type (see selections on form)
  - Work email address
  - Commercial work phone number
3. If you are a US Citizen the last six digits of your SSN, or a local National the last three digits of your employee number
4. A conforming password (see password instructions below)
5. Your Supervisor Information:
  - Name
  - Work email address
  - Work phone number
6. DoDAAC
  - Your DoDAAC
  - Turn-in DoDAAC(s) or DRMO Names
7. If you are a contractor you must provide information about your Contractor
  - COR's First and Last Names
  - COR's work address (street address, city, state, zip, country)
  - COR's work email address
  - COR's work phone number

\*Indicates Mandatory Field



# ETID – NEW USER - GENERATOR REQUIRED INFORMATION

\*Indicates Mandatory Field

**Applicant Name and ID Number**

**\*Last Name:**

**\*First Name:**

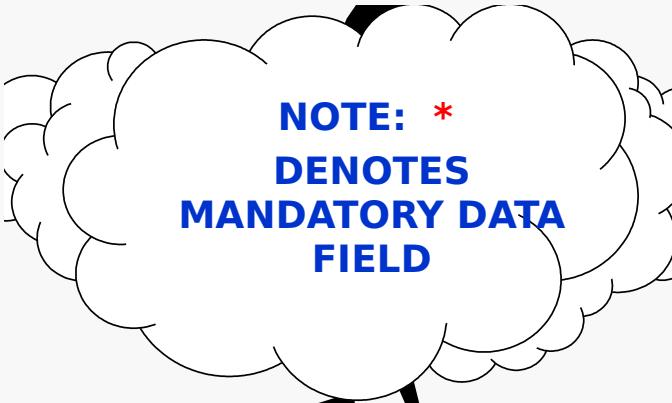
MI:

**\*ID Number:**

(For US Citizen: Last 6 digits of SSN;  
for Local National: last 3 digits of Employee Number)

**Location**

**\*I am located in:**



**NOTE: \***  
**DENOTES**  
**MANDATORY DATA**  
**FIELD**

# ETID - NEW USER - GENERATOR PASSWORD CREATION

## Passwords

Please create a password to use when logging into ETID. After your account information has been reviewed and approved, DRMS will send you your ETID User ID via Email. Your password will have to be changed every 90 days.

Your password must follow these rules:

- Minimum of 8 characters
- 1 lower case letter
- 1 upper case letter
- 1 special character (not a letter or a digit)
- 1 digit (0-9)



**Please remember the password you create today.**

\* Type your Password:

\* Re-enter/Verify Password:

Verify that you have all of the information listed above, fill in the required fields correctly, then hit the "Next" button.



**\* Warning \***

The DRMS Web site is provided as a service to the Department of Defense and its customers. Use of this system constitutes a consent to monitoring at all times. ETID requires the use of a userid/password.

[PRIVACY AND SECURITY NOTICE](#)

# ETID - NEW USER - GENERATOR TEMPORARY USER ID

## ETID Generator ETID Access Request



Please copy, print or otherwise save the following temporary user ID. You will need it to login and display your access status information while your account is pending review, or to make any changes required by the ETID data owner.

**Your new Temporary user ID is: ETD2853**

After you have copied down or saved your temporary user ID and **memorized your new password**, click the "Next" button to continue with the application.

Back

Next



**COPY OR PRINT  
AND SAVE**

# ETID - NEW USER - GENERATOR REQUIRED INFORMATION

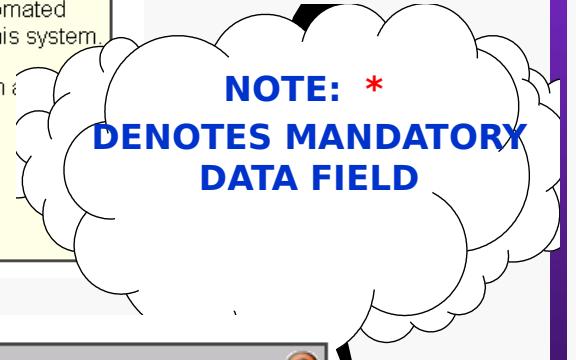
**ETID**  
**Generator ETID Access Request**

**AUTHORITY:** Executive Order 10540.50 U.S.C. 781, et seq. DLA Privacy Act System Notice 500.50 DLA-I, Individual Access Records, applies.

**PRINCIPLE PURPOSE(S):** Personal information on this form is used to grant the individual access to sensitive Automated Information System (AIS). The provided information is used to ensure that only authorized personnel have access to this system.

**DISCLOSURE:** Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.

\* Indicates Mandatory Field



**NOTE: \***  
**DENOTES MANDATORY  
DATA FIELD**

**Company Name, Time Zone**

\* Dept/Agency/Organization/Company :

\* Time Zone : Choose an option from the drop-down menu

**CONUS Address**

\* Work Street Address :

\* City :

\* State : ChooseOne

\* Zip/Postal Code :

Zip Extension :

\* Work Email Address :

# ETID - NEW USER - GENERATOR REQUIRED INFORMATION

## Phone Numbers

\* Commercial Phone Number (including area code) :

Commercial Phone Extension :

DSN Phone Number :

## Other Information

\* Type of DoD Employment :

\* Certified for Hazardous Turn-in (Y/N):

## Your Supervisor's Information

\* Supervisor's Name :

\* Supervisor's Commercial Phone :

\* Supervisor's Email Address :

The system will check that mandatory fields have been entered before allowing you to go to the next page.

Back

Next



# ETID - NEW USER - GENERATOR GENERATOR/DRMO DoDAAC

## NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button.  
**in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting**

You Can Enter  
Multiple  
Generator - DRMO  
DoDAAC  
Relationships



## DoDAAC Pair Entry

\* Enter Generator DoDAAC:

(this is a DoDAAC that you will turn-in property under)

\* Enter Corresponding DRMO DoDAAC:

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[click here to view list of DRMOs](#)

**ADD GENERATOR  
TURN-IN DoDAAC AND  
AFFILIATED DoDAAC**

## DoDAAC Pairs List

Generator DoDAAC and Affiliated DRMO DoDAAC:

FB6061 → SH510C

Routes ETID To Appropriate  
DRMO Screen For Review

# ETID - NEW USER - GENERATOR ACCOUNT VERIFICATION

## ETID Account Verification

### Conus/Oconus Location

**CONUS Code:** CONUS- Puerto Rico, Alaska, Guantanamo

### Name and ID

**First Name:** Maggie

**MI:**

**Last Name:** Fitzgerald

**ID Number:** 123321

### Work Address

**Dept/Agency/Organization/Company:** Defense Logistics Agency

**Work Street Address:** 74 North Washington

**City:** Battle Creek

**State:** MI - MICHIGAN

**Zip/Postal Code:** 49017

**Zip Extension:**

**Time Zone:** EST Eastern Standard Time UTC-5

### Email Address and Phone Numbers

**Work Email Address:** m.Fitz@dla.mil

**Commercial Phone Number (including area code):** 2699612211

**Commercial Phone Extension:**

**DSN Phone Number:**

All Information  
Provided In  
Application Is  
Listed For  
Review

# ETID - NEW USER - GENERATOR ACCOUNT VERIFICATION

<b>Other Information</b>  <b>Type of DoD Employment:</b> Federal Civilian <b>Certified for Hazardous Turn-in:</b> Yes	<b>Supervisor Information</b>  <b>Supervisor's Name:</b> Clint Eastwood <b>Supervisor's Email Address:</b> Ceastwood@dla.mil <b>Supervisor's Commercial Phone:</b> 2696969696	<b>User's DoDAAC and DRMO Affiliation</b>  <b>DoDAAC</b> <b>DRMO</b> FB6061 --> SH510C	<b>After Review, If Information Correct</b>
<p>After you have verified that the above information is correct, click the 'Submit Request' button.</p> <p><a href="#">Back</a>    <a href="#">Submit Request</a></p>			

**NOTE: Passwords must be changed every 90 days. Users who exceed a 90-day time period between turn-in of property through ETID must change their password before they can use ETID. User accounts that are not accessed within 1 year will be removed from the system and users will have to re-apply.**

# ETID - NEW USER - GENERATOR ACCESS SUBMITTAL

## Application Process Complete

### ETID User Information

Transaction Date: 08/16/2005 13:09 PM  
Applicant Name: Maggie Fitzgerald

**Successful  
Access Request  
Submittal**



### Points of Contact

Contact name, email and phone:

Dataowner, Test [E-mail: test-only@dla.mil, phone: 269-961-0000, DSN phone: 932-0000] OR  
Dataowner, Test [E-mail: test-only@dla.mil, phone: 269-961-0000, DSN phone: 932-0000]

You will receive an email courtesy copy of this access request for your records.

You may visit <http://www.drms.dla.mil:80/demo/etid/NewUser> to check the status of your application. Use your temporary ETID ID and your chosen password to log in.

The ETID Data Owner must approve your application before you are granted access to the ETID system. When your application is approved, you will be assigned a permanent user ID, which will be sent to you via email. You will use this permanent user ID and your chosen password to log in to ETID.

**Please allow 7 business days for this request to be processed.**

[Etid Account Status Page](#)

[Etid Welcome Page](#)

**PLEASE ALLOW 7 DAYS FOR PROCESSING**

# ETID - NEW USER - GENERATOR CHECK REQUEST STATUS

You Can Check  
On The Status  
Of Your Access  
Request

## DRMS ETID

[DRMS Home Page](#)

VERSION 4.0.3  
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Click here to *approve* turn-in documents.

### New ETID Users

[Account Request](#)

[Check Request Status](#)

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Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in.

# ETID - NEW USER - GENERATOR CHECK REQUEST STATUS

**ETID - New User Login for Account Status/Update**

 [Help](#)

User Id:

Password:



[Back to ETID Home Page](#)

ENTER TEMPORARY LOGIN AND PASSWORD  
CREATED DURING ACCOUNT REQUEST  
PROCESS

# ETID - NEW USER - GENERATOR CHECK REQUEST STATUS

## Access Request Comment and Status:



Status of Request: Pending Data Owner Approval

## Personal Information:

User ID: ETD2853

Last Name: Fitzgerald

First Name: Maggie

Middle Initial:

US Citizenship: Yes

User Employment Type: Federal Civilian

Hazardous Capability: Yes

Last 6 Digits of SSN orLast 3 Digits of Local National ID: 123321

Time Zone: EST Eastern Standard Time UTC-5

Work Email Address: m.Fitz@dla.mil

DSN Phone Number:

Country Code:

## Company Information:

Company/Department/Organization/Agency Name: Defense Logistics Agency

Street Address/PO Box/Mail Stop: 74 North Washington

Unit:

City: Battle Creek

State: MI - MICHIGAN

Zip/Postal Code: 49017

Zip Extension:

Country:

## Supervisor Information:

Name: Clint Eastwood

Email: Ceastwood@dla.mil

Commercial Phone: 2696969696

## DoDAAC and DRMO Information:

User's DoDAAC and DRMO Affiliation:

DoDAAC DRMO

FB6061 --> SH510C

If Information  
Incorrect,  
Contact ETID  
Data Owners  
At ETID Home  
Page

# ETID – NEW USER CONTACT LISTINGS FOR ACCESS

For Program information/comments, please contact:

## **ETID access or Usable Property**

### **CONUS Locations:**

(via e-mail) [Roger Kriegbaum](#)

or phone: (commercial) 269-961-7288; (DSN) 661-7288

### **OCONUS Locations:**

(via e-mail) [Larry Williams](#)

or phone: (commercial) 269-961-5090; (DSN) 661-5090

**OR**

(via e-mail) [Jim Lamontagne](#)

or phone: (commercial) 269-961-5337; (DSN) 661-5337

## **Hazardous Property**

(via e-mail) [Randy Schmitz](#)

or phone: (commercial) 269-961-5874; (DSN) 661-5874

For Application/Technical Support, please contact:

(via e-mail) [DRMS Helpdesk](#)

or phone: (commercial) 269-961-4999; (DSN) 661-4999

# ETID - NEW USER - GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER
- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID
- GENERATOR WILL COMPLETE THE SECURITY BLUE CARD AND RETURN TO DRMS SECURITY